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### Personal Organisation/ Interpersonal Communication

- 1. Verbal Communication
  - Presentation skills
    - planning
    - rehearsing
    - communication skills
    - Visual aids inc. PowerPoint
    - Answering questions
  - Contributing to seminars/  
group discussions
  - Listening
    - Active Listening
    - note-making
- 2. Group Work
  - Bradford (Anika)
    - Organising the group
    - How teams develop
    - Dealing with conflict within the team
- 3. Project Management
  - Defining the project
  - Project Planning tools
  - Keeping the project moving
- 4. Time Management
  - Brunei (Jasmina)
    - How long stuff takes to do
    - Organising yourself
    - Planning your workload
    - Procrastination & staying on track

### Numeracy & Information Technology

- 5. Information Technology
  - MS Office
    - Outlook
    - Access
    - PowerPoint
    - Excel
    - IE Explorer
  - DTP/ image manipulation
  - Website development
  - Statistics packages
- 6. Numeracy
  - Basic Numeracy
  - Interpreting and Using  
Statistics
  - Presenting number bar charts etc

### Research

- 7. Reading & Note-Making
  - London Metropolitan (Sandra)
    - Reading (Judy)
      - speed reading
      - SQ3R/ selecting material
      - Keywords
    - How to read more effectively
  - Taking notes
  - Reviewing notes
  - Mind mapping
  - Managing notes
- 8. Information Literacy
  - Lincoln (Andy)
  - Manchester Metropolitan (Bob)
    - Using library systems
    - Reading Journals
    - Navigating databases
    - Search Strategies
- 9. Research Methods

### Understanding University

- 20. Orientation to Higher Education
  - Liverpool (Bill)
    - Differences between school/ college & university
    - lectures
    - seminars
    - labs
    - tutorials
    - Forms learning takes
    - Being an autonomous learner
- 19. Independent Learning
  - Manchester (Ann/ Alyssa)
    - taking responsibility for your own time/ workload
    - How to actively engage in learning
- 18. Thinking
  - Plymouth (John)
    - Critical Thinking
    - How to conduct analysis
    - Synthesising ideas/ themes
    - Creativity
- 17. Personal Development
  - Brunei (Kate)
  - Bournemouth (Chris)
    - Personal Reflection
    - PDP
    - Learning from success/ failure
    - Assertiveness
    - Reflective Writing
- 16. Assessment
  - Kent (Caroline)
    - Exams
    - Revision
    - Dictionary definition of diff types & links out
- 15. Visual Analysis
  - Brighton (Pauline)
    - ????
- 14. Students with Disabilities (Inclusive Learning)
  - Worcester (Ellen)
    - How to use University Systems
    - Guidance for staff

### Academic Writing

- 13. Reports and Scientific Writing
  - Report Structure
  - Report Style
  - Subtopic
- 12. Referencing and Plagiarism
  - Bradford (Colin)
    - What is referencing?
    - Importance
    - Harvard
    - Footnotes
    - Techniques
    - Plagiarism
    - What makes them different?
- 11. Dissertations & Final Year Projects
  - Conducting research
  - Organising chapters
- 10. Essay Writing
  - Nottingham Trent (Ed)
    - Expectations
    - Introductions & Conclusions
    - Developing an argument
    - Linking/ flowing ideas together
- Academic Writing
  - Grammar
  - Sentence Structure